

81-8619

DD/A Registry

81-2252

29 October 1981

MEMORANDUM FOR: Morning Meeting Attendees

FROM : Robert M. Gates  
Director, DCI/DDCI Executive Staff

SUBJECT : Weekly Report for the DCI

1. At Tuesday's Staff Meeting, the Director asked that the participants in the Morning Meeting provide him with a weekly report on their activities. I have discussed this further with the Director and he has asked that this procedure begin immediately.

STAT 2. Your report, preferably no more than a page or so in length, should be forwarded  by close of business each Friday. We will assemble the reports and provide them with a checklist to the DCI and DDCI on Monday. The weekly report should include: (1) progress reports on tasks assigned by the DCI/DDCI; (2) items or events of major interest that have occurred or come up during the preceding week, particularly those with implications for the Intelligence Community or other directorates or offices in the Agency; (3) significant events anticipated during the coming week. At least at the outset, you probably will want to interpret this guidance fairly broadly.

3. NFAC and DDO have received specific tasking from the Director for long-range plans in specific areas. These are due on 13 November. You need not include progress reports on that tasking prior to the Director's approval of your plans. Subsequent to that approval, I believe he would like a very brief weekly update on progress. This presumably will be supplementary to OPP's reports to him on directorate achievement of milestones in their plans.

4. The first weekly report will be due at close of business, 30 October.

*5 Nov - Conclude*  
*6 Nov - SPB at State*  
*4 Nov - ER Significant*  
*off.*

  
Robert M. Gates

STAT

Date

## ROUTING AND TRANSMITTAL SLIP

2 NOV  
1981TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. DDA

[Signature]

2 NOV  
1981

2.

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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

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